



INTERIOR DESIGN EXPERIENCE GUIDELINES

1. Introduction:

- 1.1. The Board shall review and approve an applicant's practical full-time interior design experience under the guidance of an individual holding a valid Certificate of Registration, or any individual approved by the Board. Employment shall be under the direct supervision of a full-time interior design practitioner who is an NCIDQ certified interior designer, a licensed architect, an interior designer recognized by a state regulatory agency or a Board approved mentor holding a valid Certificate of Registration. Practical experience is considered full-time work of not less than 35 hours per week for a minimum of two years. The combination of educational attainment and minimum full-time practical work experience shall not be less than a total of six (6) years as follows:

<u>Education Attainment</u>	<u>Experience Requirement</u>	<u>Minimum Hours</u>
Four- or Five-year Degree	Two full-time Years	3,520
Three-year Degree	Three full-time Years	5,250
Two-year Degree	Four full-time Years	7,000

- 1.2. The six-year combination of education and experience need not be consecutive years, rather a total of six years. The education and experience acceptable to the Board includes a degree in Interior Design from a Foundation for Interior Design Education Research (FIDER) accredited program or a program holding a Board approved status and work experience under direct supervision of a practitioner holding a valid Certificate of Registration, as enumerated in 1.1. above.

2. Requirements:

- 2.1. Practical work requirements shall include training and experience in the following areas:
- 2.1.a. Identifying, researching and solving interior design problems.
 - 2.1.b. Programming services, design analysis, space planning, interior fire and life safety and design for the disabled.
 - 2.1.c. Specifying interior equipment, materials and furnishings.
 - 2.1.d. Preparing interior drawings, specifications and documents.
- 2.2. The following are recognized fields of design experience: (a) Commercial; (b) Residential; (c) Educational facilities; (d) Facilities management; (e) Government projects; (f) Healthcare; (g) Hospitality; (h) Industrial/Manufacturing; (i) Kitchen/Bath; and (j) Store planning/Retail.

- 2.3. An applicant engaged in a full time teaching position in a FIDER accredited interior program or an interior design program as approved by the Board shall be awarded one year toward the practical experience requirement.
- 2.4. Applicants claiming experience, in full or in part after August 1, 2001, shall have not practiced interior design as defined in the Code of Alabama § 34-15B-3(4) unless otherwise accepted by law. Furthermore, applicants shall attest that they have not used the following terms: (a) interior designer; (b) interior design; (c) interior design consultant; (d) interior design services; (e) registered interior designer; (f) registered interior design; (g) registered interior design services; or (h) registered interior design consultant. Under no circumstance shall an individual's application be considered if a current or unresolved violation is pending.
- 2.5. *Work experience with registered supervision:* Applicants for a Certificate of Registration shall have practical work experience, for the requisite time period, under the guidance of a person holding a valid Certificate of Registration. This individual shall be the direct supervisor or employer of the applicant. For multiple work periods, all direct supervisors or employers shall hold a valid Certificate of Registration.
- 2.6. *Work experience through IDEP:* For those applicants who do not have experience under the guidance of a person holding a valid Certificate of Registration or are currently self employed, the Board shall accept practical work experience from individuals who complete the Interior Design Experience Program (IDEP), administered by NCIDQ. Through arrangement with NCIDQ, IDEP requirements have been adapted to accommodate the State of Alabama's registration requirements.
- 2.6.a. Students who have completed 96 semester credit hours or 144 quarter credit hours in a FIDER accredited or Board approved interior design program, may apply to participate in the IDEP program. This allows students in programs that have extensive training segments to be eligible before graduating.
- 2.6.b. For purposes of establishing work experience acceptable to the Board, individuals shall engage a registered professional to act as a mentor in monitoring their work experience based on the following IDEP categories: (a) programming; (b) conceptual/schematic design; (c) design development; (d) construction documents; (e) project administration; (f) post occupancy evaluation; (g) business practices; and (h) additional experience (optional). The mentor shall have regular monthly contact with the applicant so as to establish familiarity with work experiences and to monitor an individual's progression. An applicant shall accumulate a minimum of 50 hours of contact with their mentor over a two-year period of experience (i.e., approximately 2 hours per month). Those applicants needing three years of monitored experience shall amass a minimum of 75 hours of mentor contact over the period and those requiring four years of practical experience shall have a minimum of 100 hours of contact with their mentor during the work cycle.

- 2.6.c. Current IDEP application and fee requirements are available from the National Council for Interior Design Qualification, 1200 18th Street, NW, Suite 1001, Washington, DC 20036-2506, (202) 721-0220, fax (202) 721-0221, ncidq@ncidq.org, www.ncidq.org. All IDEP applications and fees shall be submitted to NCIDQ.
 - 2.6.d. All individuals participating in the IDEP program shall notify the Alabama State Board of Registration for Interior Design *in advance* of the beginning of their work experience. Such notification shall be on those forms approved by the Board. All work experience performed prior to notification with the Board shall not be considered as hours earned toward an applicant's monitored experience.
- 2.7. Applicants who have worked the requisite hours under a registered supervisor or employer shall submit an *Application for Interior Design Registration*. Participants of the Interior Design Experience Program (IDEP) shall submit written verification of their certificate of completion along with their *Application for Interior Designer Registration*.